



## **CART VENDOR LICENSE CHECKLIST**

\*\*\*PLEASE NOTE THAT INCOMPLETE APPLICATIONS OR THOSE SUBMITTED WITHOUT THE ITEMS LISTED BELOW WILL BE DEEMED NON-COMPLETE AND WILL NOT BE REVIEWED.

- \_\_\_ 1. **PRIOR TO REGISTRATION**, APPLICANT IS RESPONSIBLE FOR SCHEDULING THE **BOARD OF HEALTH INSPECTION** FOR EACH CART & COMMISSARY. CALL 317-221-2222 FOR MORE INFORMATION.
- \_\_\_ 2. **COMPLETE APPLICATION**. INCLUDE DIMENSIONS OF ALL CARTS (DEPTH, HEIGHT, & WIDTH).
- \_\_\_ 3. **PROVIDE THREE PHOTOS OF CART**: FRONT, BACK AND SIDE IF NEW APPLICANT.
- \_\_\_ 5. **PROVIDE TWO PHOTOS OF APPLICANT AND EACH EMPLOYEE** WORKING THE CART.
- \_\_\_ 4. **PROVIDE A COPY OF THE INSURANCE POLICY** THAT HOLDS HARMLESS THE CITY FOR LOSS OF EXPENSES ARISING OUT OF OPERATING CARTS; \$100,000/\$300,000 PERSONAL INJURY \$25,000/\$50,000 PROPERTY DAMAGE.
- \_\_\_ 5. **NEW BUSINESS FEE** IS \$150.00, **RENEWAL** IS \$100.00.
- \_\_\_ 6. **AFTER REGISTRATION**, APPLICANT IS RESPONSIBLE FOR SCHEDULING THE **CITY INSPECTION** FOR EACH CART. (CONTACT THE CITY OF INDIANAPOLIS LICENSING OFFICE AT 317-327-4316 FOR INFORMATION.)
- \_\_\_ 7. **CART ZONE DRAWING FEE** OF \$25.00 TO BE PAID BEFORE SEPTEMBER 1 FOR EACH LICENSED CART [HELD ANNUALLY IN SEPTEMBER FOR THE NEXT YEAR'S ZONES – ZONE(S) MAY ONLY BE FROZEN FOR THE FOLLOWING YEAR IF IT IS A CONSECUTIVE YEAR TO YOUR FIRST DRAW AND WITH WRITTEN NOTIFICATION SENT TO LICENSING PRIOR TO AUGUST 1 ]
- \_\_\_ 8. **ANNUAL 500 FESTIVAL DRAWING** [COST OF THE DRAWING IS FREE, PARTICIPATION FEE IS DETERMINED BY THE 500 FESTIVAL]

THE LICENSE EXPIRES DECEMBER 31 EACH YEAR.